

# NHS Herts Valleys Clinical Commissioning Group

## Appointments Committee Terms of Reference V1

### 1.0 Role

This Committee is established in line with NHS Herts Valleys Clinical Commissioning Group's Constitution, Standing Orders and Scheme of Delegation.

The role of the Appointments Committee (the Committee) is to ensure that the CCG recruits, retains and develops a strong group of board lay members and a secondary care doctor capable of contributing effectively the delivery of the its objectives.

The Committee will keep under review lay and secondary care doctor member objectives, performance assessments and personal development and will have oversight of succession planning.

### 2.0 Membership

2.1 Members of the Committee shall be appointed by the Board. The Committee shall be made up of:

CCG chair  
Accountable Officer  
Deputy clinical chair  
Lay member from another CCG

2.2 Only members of the committee have the right to attend and vote at committee meetings. The committee may require other officers of the CCG to attend all or any part of its meetings as and when is necessary.

2.3 The chair of the committee will be the CCG chair and the deputy clinical chair will be the deputy chair. In the absence of the committee chair and/or appointed deputy, the remaining members present shall elect another member to chair the meeting.

### 3.0 Secretary

3.1 The head of corporate governance or their nominee shall act as the secretary of the committee.

### 4.0 Quorum

4.1 The quorum necessary for the transaction of business shall be three members including the CCG Chair or Chief executive officer. A duly convened meeting of the committee at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the committee.

### 5.0 Frequency of meetings and attendance requirements

5.1 The committee will meet as required.

5.2 The secretary of the committee shall maintain a register of attendance which will be reported to the CCG board.

## **6.0 Notice of meetings**

6.1 Meetings may be called by the secretary of the committee when necessary.

6.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the committee and any other person required to attend no later than five working days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees as appropriate, at the same time.

## **7.0 Minutes of meetings**

7.1 The secretary, or nominated deputy, shall minute the proceedings of all meetings of the committee, including recording the names of those present and in attendance.

7.2 Members and those present should state any conflicts of interest in relation to open agenda items in writing to the chair and secretary of the committee 24 hours prior to the meeting. Where there is a conflict of interest the chair will notify the member whether they should withdraw from the meeting, the discussion and/or voting. The secretary should minute any conflicts of interest and how they were managed accordingly.

7.3 Minutes of committee meetings should be circulated promptly to all members of the committee and once agreed, submitted to the next private board meeting.

## **8.0 Annual General Meeting**

8.1 The chair of the committee will normally attend the Annual General Meeting prepared to respond to any questions on the committee's activities.

## **9.0 Duties**

The committee has delegated responsibility for:

9.1 Establishing and overseeing and formal recruitment and re-appointment process for CCG board lay members and secondary care doctor.

9.2 Making a recommendation to the board on the appointment and re-appointment of lay members and the secondary care doctor.

9.3 Determining the policy regarding contracts of employment for lay members and the secondary care doctor.

9.2 Determining the individual remuneration arrangements for lay members of the board, taking into account feedback on performance from the chair or chief executive. In doing so the committee shall review and agree:

9.2.1 Overall market positioning of the remuneration package.

9.2.2 Individual base salaries and increments (where applicable).

9.4 Approving any changes to the standard contract of employment for lay and secondary care doctor members of the board, where applicable, including termination arrangements taking into account relevant guidance and current good practice.

9.4 Agreeing terms for the termination of an employment contract.

#### **10.0 Reporting responsibilities**

10.1 The committee will report to the CCG board which will approve its Terms of Reference and membership.

10.2 The committee will supply approved minutes to a board meeting in private and report on its proceedings after each meeting.

10.3 The committee shall make whatever recommendations to the board it deems appropriate on any area within its remit where action or improvement is needed.

#### **11.0 Other matters**

The committee should:

11.1. Have access to sufficient resources in order to carry out its duties, including access to the CCG secretariat for assistance as required;

11.2. Report any material control issues to the Audit Committee;

11.3 Give due consideration to laws and regulations;

11.4 At least once a year, review its own performance and Terms of Reference to ensure it is operating at maximum effectiveness and recommend to the board for approval, any changes it considers necessary.

11.5 Abide by the CCG's Constitution, its values, its Code of Conduct and Nolan Principles of Conduct Underpinning Public Life.

11.6 The Committee shall ensure that the actions of the CCG lay members and secondary care doctor are underpinned by and assessed against the CCG's stated values and behaviours.

#### **12.0 Authority**

The Committee is authorised to:

12.1 Seek any information it requires from any employee of the CCG in order to perform its duties.

12.2 Obtain, outside legal or other professional advice on any matter within its Terms of Reference via the head of corporate governance.

#### **13.0 Monitoring and review**

13.1 The Board will monitor the effectiveness of the committee through receipt of the committee's minutes and such written or verbal reports that the chair of the committee might provide.

13.2 The secretary will assess attendance records and agenda items to ensure they comply with the committee's responsibilities.

13.3 Terms of Reference approved by the CCG board: 17 January 2019

13.4 Terms of Reference to be reviewed annually.  
Date of Next Review by Appointments Committee: December 2019